

ANNOUNCEMENT NUMBER: 2016-J002

OPEN TO: All interested Candidates / All Sources

POSITION: Admin Aide VI/ SG-6
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)

OPENING DATE: 07 March 2016

CLOSING DATE: 18 March 2016

WORK HOURS: Full-time; 40 hours/week

SALARY: Php 155,052.00 per annum (Basic rate is still exclusive of other benefits such as bonus, PERA, ADDCOM and other benefits given to Philippine Government Employees.)

The Joint U.S. Military Assistance Group-Philippines (JUSMAG-Phil), is seeking an individual for the position of Admin Aide VI. This is an Armed Forces of the Philippines (AFP) position detailed to JUSMAG-Phil Office in Aduana Bldg. Camp Aguinaldo, Quezon City.

BASIC FUNCTION OF THE POSITION

Report to and assist the Training Program Manager in managing the Security Cooperation Training Programs provided by the U.S. Military Services to the Armed Forces of the Philippines (AFP), principal organizations supported are the General Headquarters of the AFP, Philippine Army, Philippine Air Force, Philippine Navy, and Philippine Marine Corps. Assists the AFP in identifying and programming training needs. Coordinates and administers training requirements for International Schooling with respective MILDEPS. Submit request for PME (Professional Military Education), MTT/MET (Mobile Training/Education Team, Specialized, Management, and Technical Courses. Coordinates travel of military students/fellows with the US Embassy Consular Section for issuance of official "A2" visas; travel agency for flight reservation and ticket. Prepares/drafts the Combined Education and Training Program Plan (CETPP), and any training waiver requests, for Chief, Joint Training review and corrections prior to submission to PACOM for final approval. Coordinate with AFP/J8 and other three (3) major services in the development of their training programs and requirements. Prepare Invitational Travel Orders (ITO), travel advance, flight info, International Mil Students Info, for all IMET and CT students. Maintains data on training accomplished. Monitor students' utilization for a period of 2-3 years to ensure compliance with appropriate regulations. Review student debrief forms and notify appropriate MILDEPs and school problems encountered/experienced by the student as required. Review/respond to all faxes/emails communication related to Training Programs. Prepare correspondence IAW JUSMAG-Phil procedures and instructions, i.e., text messages, faxes, electronic mail, forms, letters and memos. Perform other task as directed by his/her Supervisors.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree course.
2. Fresh graduates may apply.
3. Must have demonstrated ability to effectively accomplish task requiring a high degree of accuracy and attention to details. Must have demonstrated the ability to set priorities and make mature, considered judgments.
4. Ability to use basic office equipment and Microsoft Office Suite software is required.
5. Must be Civil Service Eligible.
6. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.

SUBMIT APPLICATION TO:

JUSMAG-Phil

US Embassy Manila

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6328

Fax: (632) 301-2491/2429

Attention: Human Resources/Admin Section (Indicate Vacancy Announcement Number)

E-mail: jusmagph.rm1@gmail.com (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG Attachment)

CLOSING DATE FOR THE POSITION: 18 March 2016

JUSMAG-Phil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, he/she must provide the following information:

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available to Work
- E. First, Middle and Last Names and any other names used
- F. Date and Place of Birth
- G. Current Address and Cellphone numbers

- H. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, & Location)
- I. Education
- J. License, Skills, Training, Membership, & Recognition
- K. Language Skills
- L. Work Experience/s
- M. Reference/s